



HEDDON-ON-THE-WALL ST. ANDREW'S CE PRIMARY SCHOOL

STATEMENT OF POLICY FOR HEALTH AND SAFETY

**'My refuge and my stronghold, My God in whom I put my trust.
He shall cover you with his wings and you shall be safe under his feathers.'
Psalm 91**

Rationale

The health, safety and welfare of all people who work and learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Academy Committee, along with the Pele Trust, takes responsibility for protecting the health and safety of all learners, staff and visitors.

This Policy provides guidance for specific areas of health and safety within school, however, the school follows the comprehensive guidance provided in the Health and Safety Handbook supplied by the Local Authority.

In any areas of Health and Safety where there was concern or no clear guidance the school would immediately contact the Health and Safety Department of the Local Authority for guidance and support.

The School Curriculum

In line with the Every Child Matters Agenda learners are taught about Health and Safety as part of the everyday curriculum in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives.

Health and safety is embedded as a key part of the curriculum and teachers take every opportunity to support this learning with the learners. While being addressed frequently as part of the Science curriculum it is also through looking at the work of the Police and Fire Services.

Being Healthy is covered through Science, Personal and Social education and Physical Education.

Issues around smoking, drug misuse and sex education are covered in the relevant parts of the curriculum at a level appropriate for the learners involved.

Healthy relationships and sex education are covered in the relevant parts of the curriculum at a level appropriate for the learners involved. Further details can be found in the Relationships and Sex Education Policy. The School also works with Operation Encompass The Next Steps to address issues around Domestic Abuse with the learners. They run sessions for learners at an age appropriate level.



Learners are taught to be safe online through Computing lessons.

Spiritual wellbeing is also addressed through Collective Worship, citizenship work, Religious Education and participation in events at the Church as well as events at the Cathedral in Newcastle.

We believe that everyone in school can and should promote safety so we teach learners to spot hazards in the classroom and around the school and encourage them to inform their teacher.

Each class has the opportunity to discuss problems or issues of concern with any member of staff on an individual level. Circle time and Class Worship is a time to address concerns through discussion as a group. All concerns raised are handled with the appropriate level of sensitivity.

Should a learner divulge concerns to a member of staff which may be a Child Protection issue then the procedures of the Child Protection Policy will begin.

Child Protection

The Headteacher, Mr. A. Wheatley, is the Designated Strategic Lead for Child Protection in school. Mrs. F. O'Reilly is the Deputy Designated Strategic Lead and is also appropriately trained who is authorised to deal with Child Protection issues in the absence of the Headteacher.

Mr. G. Stewart is the designated Governor for Child Protection who liaises with the school.

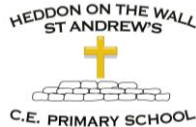
The School follows the Child Protection Policy which was drawn up in line with guidance from Safeguarding First and Governmental guidance, particularly Keeping Children Safe in Education (September 2018).

If a member of staff suspects that a learner in the school may be the victim of abuse they should report their concerns to either the first or second designated person.

All the adults in our school share responsibility for keeping learners safe. We may on occasion report concerns to the appropriate authorities which, on investigation, may prove unfounded. We trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the learner's best interests.

For further details and protocols see the Child Protection Policy (including Peer on Peer Abuse).

In certain specific cases such as Female Genital Mutilation (Mandatory reporting of FGM from October 2015), Radicalisation or Forced Marriage there are SPOCS/named teams and individuals within the Police who can be contacted).



Mr. A. Wheatley, Headteacher, is the Designated Lead for issues around Domestic Abuse, Female Genital Mutilation (FGM), Forced Marriage, Honour Based Violence and Radicalisation.

Internet Safety

Learners regularly use the Internet in school to enrich and enhance their learning experience. The school is aware that while there are many positive benefits to the Internet there are also aspects which are unsuitable for learners.

The school has a comprehensive and detailed E-Safety Policy which outlines not only the risks to learners in using the Internet but the safeguards the school has put into place to minimise this risk and the procedures to be followed if there was to be a breach of Internet Safety.

Please see the E-Safety and Internet Access Policies for more details.

School Security

While it is difficult to make the school site totally secure at all times, the school will do all it can to ensure that it is a safe environment for all who work or learn here. We review security measures regularly and draw upon the advice of experts (Police, Fire Brigade, School Improvement Partner).

All access to the building is sealed and visitors can only gain access through the buzzer at the main door. All visitors who arrive during school hours must sign the visitors' book outside the School Office and wear an identification badge at all times while on school premises.

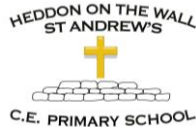
If anyone in school suspects that a person on the school site may be trespassing they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the site immediately. If there are any concerns that an intruder may cause harm to anyone on the site the Police will be immediately contacted.

For further details please see the Statement of Policy on Trespass.

Safety of Learners

It is the responsibility of each teacher to ensure that all curriculum activities have been properly risk assessed and are safe. Similarly Curriculum Co-ordinators must be vigilant for hazards and risks around equipment or activities related to their area of responsibility. Should a teacher or other adult have concerns about learner safety they should report them to the Headteacher to investigate before the particular activity takes place.

If an accident does occur in school and results in an injury to a learner, the teacher will do all they can to aid the learner concerned. We keep First Aid boxes at key points



around the school building. The designated First Aider is Mrs. S. Ziolkowski and the following staff have been trained in First Aid, including paediatric First Aid:

Mrs. J. March (Teacher)
Mrs. J. Broadbent (Teaching Assistant);
Mrs. J. Walker (Teaching Assistant);
Mrs. L. Anderson (Teaching Assistant);
Mrs. A. Piggott (Lunchtime Supervisor);
Mrs. K. Rochester (Lunchtime Supervisor);
Mrs. C. Sewell (Lunchtime Supervisor);
Mrs. H. Gasser-Thompson (Caretaker / Out of School Club Manager).

These staff will carry out appropriate First Aid to the injured learner.

Should the accident involve injury to the Head or other more serious injury then the school will immediately contact parents to come to school and take the learner for medical treatment at either their local GP or in serious cases, the local Hospital.

Should the school be unable to contact either parent or any other listed contact from the SIMS database for the learner and the injury is deemed to be serious, then the decision may be taken to take the learner to hospital without the consent of their parents. In such a case a member of staff who the learner knew well would accompany them and stay with them at the Hospital until their parents could be contacted and arrive.

The school regularly invites parents to update their contact details in case of emergency.

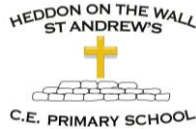
All accidents within school are recorded in a school logbook and in all cases inform parents. This is done via a completed form clarifying time and circumstance of injury, type, extent and aid given.

Serious incidents require an investigation and review of risk assessments and would be reported to the Health and Safety Executive.

There may be rare occasions when it is necessary for staff to use Positive Handling techniques to prevent learners inflicting injury to others or self injury. In such cases minimum physical force will be used and any action taken must be only to restrain the learner. If Positive Handling techniques are used a written report must be made to the Headteacher. Positive Handling may only be used when at least two members of staff are present.

All staff have received training in use of the defibrillator stored in School.

All staff have received Epi-Pen training.



Intimate Care

For learners who require support with intimate care issues please see the Intimate Care Policy which details the procedures to ensure the safety of both learners and staff.

Dismissal of Learners

Learners are dismissed at the end of the day from the base of the ramp to the main gate. Learners can only go when there is a responsible adult there to collect them who is known to the staff or whom parents have informed school is collecting them. For further details please see the Policy Statement on Arrivals and Departures.

If a learner remains uncollected they are brought back into school and supervised until they are collected. The Office will contact those people identified on the SIMS system as being contacts for the learner to arrange collection. For further details please see the Policy Statement on Uncollected Child.

Safety of Staff

Should a member of staff have an accident then a First Aider will provide initial support and help.

All accidents involving adults are recorded using the ACC1 form from the Health and Safety website. This is submitted to the Headteacher who may decide to carry out an investigation into the accident. If an investigation was undertaken the Health and Safety Governor would be informed. Any findings would consider risk assessment and make recommendations to prevent a recurrence.

Serious incidents require an investigation and review of risk assessments and would be reported to the Health and Safety Executive.

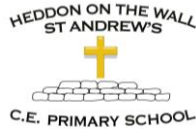
Should a member of staff be subject to a violent incident in school they would be required to complete a V1 (Violence at Work Form) and return it to the Headteacher. The Headteacher will carry out an investigation with the aim of resolving any issues. This will include a review of risk assessments. The Health and Safety Governor may be involved in the investigation. Any findings will be acted upon to prevent a repetition. The V1 form will be submitted to the Local Authority.

Educational Visits

The school values the importance of learners making educational visits to stimulate, enhance and enrich their learning experience as well as outdoor adventurous activities involving a calculated amount of risk.

The school takes it's responsibilities for ensuring learner safety on trips very seriously.

Staff must make pre-trip visits to assess potential risks and seek advice from the venue regarding their risk assessments of the venue itself and any potential activities learners will undertake.



Staff must complete comprehensive risk assessments using the EVOLVE online computer system prior to the learners going on the trip. These include consideration of transportation, learner / adult ratios, learners with particular needs (physical, medical, behavioural), supervision, site risks.

All staff are aware of the Critical Incident Policy which sets out protocols and procedures should there be a catastrophic incident when out of school.

The school only uses coaches and minibuses which have appropriate seatbelts for learners.

Learners are required to wear their school uniform for visits (unless specified otherwise) in order to make it easier to identify and watch learners while out of school.

For further details please see the Educational Visits Policy

Medication

Most learners will at some time have a condition or illness requiring medication. Should a learner require medication four times a day or more then the school will administer the medication at lunchtime. If medication is three times a day or less the school is unable to administer as the medication could be given at Breakfast, Tea and Supper times.

All medication must be brought and collected from school by an adult and must be prescription medication labelled clearly with the learners name and dosage.

All parents must complete a medication form at the Office before medication can be administered.

Where learners have a long term condition the school will support them to enable them to attend school regularly. Parents must supply details of the learner's condition and medication.

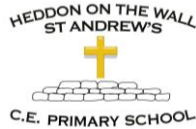
All medication is stored securely away from the access of learners.
Records are kept of all medication and administering times.

Staff will receive training in administering medication when required from an appropriate medical professional.

For further details please see the Medication Policy.

Fire Safety and other Emergency Procedures

Procedures for fire and other emergency evacuations are displayed prominently in each room. Fire drills are held each half term.



All fire prevention equipment, including the alarm system, are monitored regularly.

Theft or other Criminal Acts

The class teacher or Headteacher will investigate any incidents of theft involving learners. If there are serious incidents of theft from the school site the Headteacher will inform the Police and record the incident.

Should the incident involve physical violence against a member of staff this must be reported to the Headteacher. A V1 form must also be completed. The school would support the member of the staff should they want the matter to be followed up by the Police.

Health and Welfare of Staff

The school takes very seriously the need to safeguard the Health and Welfare of all the staff. This includes their professional development which we address through our Continuing Professional Development programme.

We pay particular attention to the assessment and prevention of work related stress, thus complying with Health and Safety Law.

Staff are encouraged to have a reasonable work / life balance.

If a member of staff is suffering workplace related stress they should inform the Headteacher as soon as possible.

If a member of staff is suffering from work related stress or other long term health issues then the school will seek to support that person through the involvement of the Occupational Health Team.

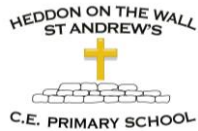
The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents occur the school will take the matter very seriously and take action in line with the Pele Trust / Local Authority guidance and the Police.

Monitoring and Review

The Academy Committee has a named Governor with responsibility for Health and Safety matters. It is the responsibility of this Governor to keep the full Academy Committee informed of new regulations regarding Health and Safety.

They also carry out regular inspections of the school building and site focusing on Health and Safety. They also ensure that the school regularly reviews its policy and procedures. The Governor will also liaise with the Pele Trust and Local Authority when appropriate to ensure that the correct policies and procedures are in place.

The Academy Committee, in consultation with professional advisors, carries out regular risk assessments with the object of keeping the school environment safe.



The Headteacher implements the school Health, Safety and Welfare policy on a day to day basis and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to Governors regularly on Health and Safety issues.

This policy will be reviewed at any time on request from the Governors or at least once every two years.

Final Version: April 2019

Review Date: April 2021